Emergency Medical Services – Graduate Assistant
One Position Available

Description:
Boston University’s Emergency Medical Services (BUEMS) Graduate Assistant is an employee of the Department of Physical Education, Recreation, and Dance (PERD). The position is part-time, 20 hours per week with a monthly stipend and tuition remission. This position falls under the direct supervision of the Managers of BUEMS.

• Qualifications:
  • Current Healthcare Provider CPR and Massachusetts Emergency Medical Technician certifications
  • At least one year experience as an EMT (two years preferred)
  • Current CPR and First Aid Instructor certification preferred
  • EMT-Instructor/Coordinator certification preferred
  • Ability to perform all the associated pre-hospital practical skills with an exceptional degree of proficiency and possess a strong knowledge of pre-hospital emergency care
  • Proficiency in Microsoft Office products and Windows 7 preferred

• Responsibilities:
  • Prepare, coordinate, and instruct all levels of CPR, first aid, continuing education classes and EMT class
  • Maintain records of instructors, students and classes, and the associated costs and income
  • Contribute to EMS budget reports
  • Interact with and provide written and verbal feedback for instructor staff
  • Maintain and manage inventory of class equipment, textbooks, paperwork, and supplies
  • Assist with the running of the EMT class by:
    o Scheduling and coordinating lab days and instructors, this includes weekday and weekend dates
    o Updating lecture and lab material
    o Managing and monitoring tests and student performance
    o Collecting and updating student records
    o Assisting with maintaining and preparing equipment for class
    o Performing QA/QI on lectures, labs, and instructors
    o Maintaining online educational platforms, interface with IS&T and Jones & Bartlett as necessary
    o Teaching lectures and/or labs as needed
  • Perform record keeping and general administrative tasks as directed by the Manager or Asst. Manager of EMS
  • Assist in the creation and editing of documents, publication material, and web-based material
  • Manage BUEMS email account and answer emails and voicemails
• Provide back-up support and coverage for BUEMS operational shifts and provide administrative support for EMT supervisors
• Assist with other PERD-related tasks and duties as assigned

Application Process:
If interested, please contact:

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